

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies

DATE: August 7, 2002

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: LABELING OF BATCH IMPORT DISKETTES

Effective with this communication, all agencies that submit RI-SAIL payments via batch import diskettes shall attach a label in accordance with the following specifications. The following procedures are being implemented in order to improve the method used for retention of these diskettes until audited.

The label shall measure 4" long and 1 1/4" wide, at a minimum. The following information shall be printed on each label:

FY: _____
VENDOR # _____
VOUCHER # : _____
DATE PROCESSED: _____

Upon submission of the batch import diskette to the Office of Accounts and Control, you are to enter the fiscal year to which the batch is to posted and the RI-SAIL vendor number on the label. The Accounts Payable Section of the Office of Accounts and Control shall enter the voucher number (that will be assigned by the RI-SAIL system) and the date processed on the label. The diskettes will be retained for audit purposes.

Please contact Maureen Fletcher via telephone: 401-222-5067 or via e-mail: MaureenF@gw.doa.state.ri.us with any questions concerning this subject matter.

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CFO:03-08